

---

# **Human Trafficking Juvenile Committee**

## **MEETING MINUTES**

---

Meeting Date: 09/23/2016

Approval: 1<sup>st</sup> DRAFT

*DRAFT*

**MEMBERS IN ATTENDANCE:**

Commissioner Loretta Young (Family Court), Cheryl McCabe-Stroman (JP Court), Elisa Lehman (FBI victim services), Amy Coogan (ODS), Diane Klecan, (CAC Program Director for Client Services or just CAC is fine), Elizabeth Fillingame (OCA Staff Attorney)

**MEMBERS NOT IN ATTENDANCE:**

Chief Judge Jan Jurden (Superior Court), Bahu Z. Gilliam, (DFS Asst. Regional Administrator), Melanie Grimes (DSCYF proxy for Alison McGonigal), Tina Fountain (PBH for Tracey Frazier), Kysha Slade (YRS), Anthony Longo (DOJ), Susan Alfree (USDOJ)

**GUESTS:**

SGT. MATT TAYLOR (DSP), TOM PURSE (NCCP – MISSING PERSONS DETECTIVE), FAY WHITTLE (LWVNCC & PRISON MINISTRIES)

**MEETING LOCATION**

Building: New Castle County Court House  
Conference Room: Conference Room 12<sup>th</sup> Floor  
Conference Line: Facilitator: Loretta Young

**MEETING START**

Meeting Schedule Start: 2:30 p.m.  
Meeting Actual Start: 2:35 p.m.  
Meeting Scribe: T. Sherbinko

**Mission Statement:** Improve Multi-Agency Policies, Response, Communication and Collaboration with Stakeholders Regarding Juvenile Trafficking.

**Short-term 60 Day Goals:** Finalize Delaware juvenile screening tool and bench card and make recommendations to General Council for usage.

**90-120 day Goals:** Review YRS, JP and Family court, major police department juvenile release forms and procedures to improve 1) collection of data regarding possible trafficking victims and 2) collection of information on non-parent/non-guardian's who attempt to post bail or who are permitted to take physical custody of a child released from state custody.

***6 Months Goals and Beyond:***

*DRAFT*

***Develop uniform child***-serving agency response protocol to human trafficking and draft MOU between stakeholder agencies (OCA is working on existing MOU revisions)

## **AGENDA**

- **Introductions**

- Introductions were made by attendees.
- Matt Taylor, DSP, attended the meeting on behalf of the DSP.

- **Draft Minutes**

- 7/23/16 Meeting Minutes 2<sup>nd</sup> Draft was approved and will become the final minutes.

- **Follow-up from last meeting**

**Bench Cards:**

- The judicial officers on the committee proposed separating the SJI sample bench card into an advisory cover sheet and reducing the risk factors and red flags to a one-page laminated reference card. Commissioner Young had a draft for review, but it will be reviewed at the next meeting due to a lack of judicial officers at the meeting.

**Screening Tools:**

- Commissioner Young provided a Pre-Assessment Screening Tool (PAST) which reflected the comments and concerns of the Committee from the July meeting for final review. Tom Purse stated that there is no official screening tool/follow up used as a follow up for returned missing children. There was a discussion about possible human trafficking cases that have fallen through the cracks due to several issues (lack of knowledge of indicators, lack of official training, lack of data capturing, etc.).
  - Issues with DFS not including anyone who is not a family member during interviews was addressed during discussion of possible implementation of PAST.
  - There is no way, currently, to gather statistics and reporting incidences of juvenile human trafficking. There is a need to implement a way to capture data on incidences of trafficking.
  - A possible additional training for police officers to inform them of indicators of human trafficking.
- Diane Klecan, Program Director for Client Services of CAC, volunteered to take the current checklist (PAST) to the next MOU meeting for any final comments.
- Recommendation was made that the checklist should be used by the Children's Department in addition with MOU to discover instances of trafficking.
- A final vote on the checklist will be deferred until the next meeting.

**Juvenile Committee report to be included in the 2016 Annual HTCC Report to the Governor**

The Committee reviewed Commissioner Young's Juvenile Committee Report to be included as part of the 2016 Annual HTCC Report to the Governor. Commissioner Young will include the checklist (PAST) being passed on to the MOU for recommendations. Addition of the FBI Training (CAC training by the FBI forensic interviewer, Martha Finnegan, on May 31, 2016) will be added into the Juvenile Committee's contribution to the report. The report was approved by the committee for submission with the 2016 Annual Report.

**Distribution of Family Court bail flow chart**

The Bail Flow Chart was discussed. Commissioner Young discussed a case where the child was released to someone who was not a parent. The child later was reported missing. The procedure for releasing juveniles was discussed from Family Court, JP Court, and police.

**2017 Meeting Schedule**

Normal meeting schedule is every 3<sup>rd</sup> Thursday every other month. Alternative meeting dates were discussed and the availability of Skype as a better alternative to allow more members to appear for meetings.

**OTHER BUSINESS:** None

**PUBLIC COMMENTS:** None

**MEETING SCHEDULE END: OPEN.**

**MEETING ACTUAL END: 3:55 P.M.**

**POST MEETING ACTION ITEMS**

Action	Assigned To	Deadline
Review Bench Cards, combine/edit to one-page	Jurden, Poppiti, McCabe-Stroman, Young	Next Meeting September 15; Continued to December Meeting
Review Screening tool by MOU	Diane Klecan	Next meeting December

**DECISIONS MADE**

*December meeting will be another working meeting to finalize Screening tools and Benchcard.*

*NPD, DSP, NCCPD and WPD input is needed regarding current procedures in place and screening questions.*

*December meeting will be a review and discussion of bail release procedures and forms. LEO from DSP, WPD, NCCPD, and NPD are also requested to attend and to provide all forms used in bail hearings.*

*DSCYF Liaisons are requested to produce flow charts of bail release procedures for all counties prior to August 29 and to attend September 15 meeting to discuss procedures and answer questions*

**Next Meeting: December 15, 2016 at 2:30**

*DRAFT*